

NAVSTA NORVA INSTRUCTION 1730.4B

Subj: USE OF COMMAND RELIGIOUS PROGRAM FACILITIES

Ref: (a) SECNAVINST 1730.7B
(b) SECNAVINST 1730.8A
(c) SECNAVINST 7010.6A
(d) NAVSTANORVAINST 1730.2K

1. Background. The Naval Station Norfolk Chapel, in accordance with references (a) through (d), primarily serves personnel attached to naval station, tenant commands, afloat units, other active duty and retired military persons, their dependents and guests. The chapels, David Adams Memorial Chapel (Protestant), Our Lady of Victory Chapel (Catholic), Commodore Levy Chapel (Jewish), and Masjid al Da'wah (Muslim) are located in Frazier Hall, BLDG C-7 at the intersection of Maryland Avenue and Gilbert Street, approximately 1½ blocks inside Gate 2.

2. Cancellation. NAVSTANORVAINST 1730.4A.

3. Definitions

- a. Chapel refers to all spaces in BLDG's C-5 and C-7.
- b. Sponsor refers to the person responsible for requesting and planning an official or ceremonial function. Sponsor also refers to the person the actual event or function concerns. A sponsor must hold a valid Uniformed Service Identification and Privilege Card (DD Form 1173 for dependents). This eligibility must exist at the time of the application.

4. Chapel Use. Individuals or groups desiring to use chapel facilities will submit written requests to the Command Chaplain. Reservations will be made no less than 30 days in advance. (Events can be reserved up to six months). Command Religious Programs take priority over all other events. Events will be cancelled only in extreme cases such as, but not limited to:

- a. Divine Worship Services/Liturgy as part of the Command Religious Program (CRP).
- b. Special seasonal services, holidays and rites of CRP.

c. Religious education, fellowship, counseling and support groups, etc., as part of the CRP.

d. Funeral or memorial services.

e. Naval Station command functions.

f. Other services, liturgies, life cycle ceremonies and rites.

5. Chaplains and Civilian Clergy. Arrangements to engage the services of naval station chaplains for services, rites and ceremonies will be made directly with the chaplain concerned and are separate from arrangements made to use the chapel. It is the responsibility of the sponsors to arrange for a chaplain or a clergyperson. Non-chaplain clergy must be certified by their denominational headquarters as qualified and authorized to conduct services.

6. Fees. No fees are charged for the use of the chapel, nor for chaplains or Religious Program Specialists (RP's). The sponsors shall pay fees for a civilian clergyperson, soloist and organist directly to the person concerned. However, should a person wish to make a monetary, charitable donation to the chapel, he or she may do so by donating to the Religious Offering Fund (ROF). They should specify which account they wish to donate to, i.e. the Protestant, Catholic, Jewish, or Islamic accounts.

7. Regulations. All persons participating in or attending any worship service/liturgy, ceremony or program at a chapel shall comply with current regulations concerning entry, operation of a motor vehicle, and personal conduct while on board Naval Station Norfolk. No worship service/liturgy, ceremony or program may demean or disparage the beliefs or opinions of any other faith community, racial or ethnic group. Use of alcohol, other than sacramental wine, is prohibited, as is the use of other substances and practices prohibited by the Uniform Code of Military Justice or other regulations. Fire, other than candles and ceremonial charcoal and incense, is not allowed.

8. Action

a. Use of a chapel shall comply with this instruction and be coordinated by the Command Chaplain.

b. Applicants requesting chapel use shall be familiar with this instruction and comply with its provisions.

G. L. BECKER

Distribution: (NAVSTANORVAINST 5215.3P)
List II